

Revision History

This section will contain details of changes to the document.

Date	Version	Description of Updates	Author
10/18/2013	1.1	Original Document.	DDS

Payment Corrections for Contract Invoices

When an invoice includes a contract line, all of the consumer invoice lines are used to prorate the contract amount. If the contract amount is paid in error or if there are errors with the consumer attendance, the user must delete the original invoice using the invoice deletion program and reprocess the invoice with the necessary corrections.

To correct a contract invoice:

1. If there has been an overpayment, you will need to get a refund from the provider or have an invoice to be paid that can be offset. If there has been an underpayment, you will need to type a check for the amount of the underpayment.
2. Process the deletion of the original incorrect invoice using the UFS program PSME23 Option 10. *Delete Invoices*.
3. Reset the invoice prep flags so a new invoice can be generated. Use PSME23 Option 12. *Reset Auth Inv Prep Flag by Inv#*. Make sure that all invoice prep flags have been reset. Reset them manually using PSME22 #5. *Maintain Non-Fiscal Authorization Data*, if necessary.
4. Generate a new invoice using PSME23 Option 1. *Generate Turnaround Invoices*.
5. Submit the invoice using either eBilling or eAttendance. Review reports to make sure the new invoice is correct.
6. Process the invoices through EB Batch, using initials that are not being used in other processing. Edit and accrue the invoice. Use PSME25 Option 10. *Post Accrual Manual Check Processing* to "pay" the invoice.
7. In the case of an overpayment, the difference between the invoice deletion and the new invoice should be the amount of the overpayment. The provider refund should equal that amount, or another invoice should be processed using PSME25 Option 10. *Post Accrual Manual Check Processing* and a check typed for the net amount of the second invoice and the amount of the overpayment.

In the case of an underpayment, the difference between the invoice deletion and the new invoice should be the amount of the check typed.

